



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

REPLY REFER TO

DivO 1070.6D

G-1N

19 JUL 1999

CENTRAL FILE

DIVISION ORDER 1070.6D

From: Commanding General

To: Distribution List

Subj: DIVISION NAVY PERSONNEL OFFICE

Ref: (a) NAVPERSW 15560 NAVMILPERSMAN

(b) DivO 1610.8M

Encl: 1 Functions Requiring the Personal Attention of the
Commanding Officer

1. Purpose. To promulgate instructions and information
pertaining to the functioning of the Division Navy Personnel
Office.

2. Cancellation DivO 1070.6C

3. Background

a. The Division Navy Personnel Office is under the immediate management of the Division Medical Administration Officer who is assigned the additional duties as the Division Navy Personnel Officer. As such, he or she functions under the cognizance of the Assistant Chief of Staff, G-1, and under the immediate supervision and direction of the Division Surgeon.

b. The office was effected in order to provide the Navy member and his or her Commanding Officer the potential benefits of specialization and to reduce errors in Navy service records, particularly as they relate to a member's pay, allowances, entitlements, and advancements.

c. The office serves the Commanding General in matters involving Navy personnel. At the same time, it serves as the Navy Personnel Office for each regiment and battalion, to include rotating Unit Deployment Program battalions, having Navy personnel assigned. In this regard, the office must be no less effective and responsive to the organization commanding officer than it would be if it were located in the command post of each of the respective units.

Action

a. Division Surgeon

(1) Direct and monitor the functions of the Division Navy Personnel Office to ensure compliance with current directives of this Headquarters and higher authority pertaining to Navy personnel assigned to the 3d Marine Division.

(2) Coordinate acquisition of garrison property and all other supply requirements in support of the Division Navy Personnel Office with the Commanding Officer, Headquarters Battalion.

b. Division Navy Personnel Officer

(1) Supervise and manage the functions of the Division Navy Personnel Office to ensure compliance with current directives of this Headquarters and higher authority.

(2) Provide regimental/battalion commanding officers technical assistance as required in Navy personnel matters, including but not necessarily limited to, the following:

(a) An outline of requirements for advancement of Navy enlisted personnel.

(b) Chronological schedule of events for promotion

(c) A summation of the importance of regimental/battalion recommendations and the need of the commanding officer to review the individual's record prior to each examination for advancement.

(3) Provide, upon the request of the commanding officer, or his or her designated representative, the Navy service records of members of their organization.

(4) Effect assignment/reassignment of Navy personnel within the Division.

(5) Establish procedures and liaison to ensure that recommendations of the regimental/battalion commanding officer of the Navy personnel concerned are obtained in matters pertaining to advancement, suitability for duty assigned on permanent change of station orders, leave, and other matters requiring the personal

attention of the commanding officer. Enclosure (1) presents those functions requiring the personal attention of the commanding officer.

(6) Upon approval by appropriate authority, complete required service record entries, forms, documents pertaining to Navy personnel and forward to the respective commanding officers or to other agencies as indicated. The signatures will be "By direction" except in those cases specifically requiring the personal signatures of the individual's commanding officer. In those latter instances, after the commanding officer has affixed his or her signature and returned the documents, the Division Navy Personnel Officer will make appropriate disposition of the forms.

(7) Ensure procedures for compliance with references (a) and (b) in respect to the submission of the Report of Fitness for Naval Officers and Enlisted Performance Evaluations are established.

(a) In those instances where the marks assigned require corresponding comments to be entered in the service record, notify the reporting officer, giving him or her the reference and reasons therefore, and obtain the appropriate comments for the service record prior to entering the assigned marks. Reports once properly signed and entered in the member's service record are not subject to removal, alteration, or change except as provided by Articles 5040100, 5040200 of reference (a), and BUPERSINST 1610.10

(b) Special (Transfer and Other) Reports. Special reports will be obtained and processed in the same manner as specified for regular reports in paragraph 4b(7) above. In order to ensure an accurate and complete record of the performance of Navy personnel assigned to the 3d Marine Division, in addition to the guidance provided in references (a) and (b), special reports will be obtained as follows:

1 On Intra-Division transfer when 90 days or more of the current reporting period have elapsed.

2 On transfer for temporary additional duty, if 90 or more days of the then current reporting period have elapsed.

3 On completion of temporary additional duty in support of a training exercise or operational deployment with an organization of the 3d Marine Division.

(8) Deliver Navy service records to the individual's respective commanding officer at appropriate times for consideration of the commander when the individual is the subject of possible judicial proceedings.

c. Commanding Officers of Regiments and Battalions to include Rotating Battalions

(1) Maintain required manuals, publications, and directives necessary to provide Navy personnel administration in the event of deployment. Lists of the required publications are as follows:

(a) NAVPERS 15560 (NAVMILPERSMAN

(b) PAYPERSMAN, NAVSO P-3050

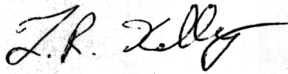
(c) Navy Enlisted Performance Evaluation System Manual, BUPERSINST 1610.10

(d) Manual of Advancement, BUPERSINST 1430.16 series

(2) Upon request of the Division Navy Personnel Officer, provide appropriate information and recommendations required to effectively administer the service records and personnel procedures for the Navy personnel assigned to the respective organizations.

(3) When required for advancement, disciplinary, or administrative action at the unit level, request the appropriate service records from the Division Navy Personnel Officer. The Division Navy Personnel Office can complete entries provided when the records are returned. This information may be in the form of a memorandum, letter, or copy of the Unit Punishment Book.

(4) Ensure return of Navy Service Records to the Division Navy Personnel Office within five working days from the time of charge out from Personnel Support Detachment, Okinawa.


T. R. KELLY
Chief of Staff

DISTRIBUTION: A plus line 2, 35(1)

FUNCTIONS REQUIRING THE PERSONAL ATTENTION
OF THE COMMANDING OFFICER

1. Make recommendations for advancement of enlisted Navy Personnel. Memorandum from Commanding Officers to Division Navy Personnel Officer.
2. Approve leave requests for Navy officer and enlisted personnel. NAVCOMPT 3065 (REV. 2-83).
3. Make recommendations for reenlistment
4. Forward copies of Unit Punishment Book entries to Navy Personnel Office for administrative action.
5. Conduct Overseas screening Assignment Interviews in accordance with BUPERSINST 1300.26 series.
6. Prepare the worksheet and sign Report on the Fitness of Officers and E-7 through E-9, NAVPERS 1610/2 (REV. 7.95) WORK SHEET.
7. Prepare the worksheet and sign the following Enlisted Performance Evaluations on NAVPERS 1616/26 for E-1 through E-6.
8. Approve school requests for enlisted personnel. Special Request/Authorization, NAVPERS 1336/3.
9. Approve requests for Temporary Additional Duty. 3d Marine Division 6-010V TAD ORDERS REQUEST.

ENCLOSURE (1